

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 21, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Diedrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Patrick Leifker, Kathy Meyer, Megan Walker, Dave Diedrick, Matt Roberts, Jake Dittman, Stephanie Schmutzer, Andrea Vlach and Lisa Conard (audience)

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 23, 2019 meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by J. Fenner to approve the minutes from the September 23, 2019 meeting of the Brown County Housing Authority. Motion carried.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 187 preliminary applications for September.

B. Unit Count

The unit count for September was 2,927.

C. Housing Assistance Payments Expenses

The September HAP expense totaled \$1,347,487.

D. Housing Quality Standard Inspection Compliance

There were a total of 397 inspections conducted for September. Out of the 397 inspections; 222 passed initial inspection, 53 passed re-inspection; 97 failed; and 25 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

For the month of September there were 263 port outs with an associated HAP expense of \$256,432, ICS was under spent by \$5,441 and the FSS underspent by \$336.00.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In September there were 86 active FSS clients, 48 clients in level one; 25 clients in level two; 6 clients in level three and 7 clients in level four. There were 2 new contracts signed, 1 graduate, 36 active escrow accounts and 48 active homeowners.

G. VASH Reports (new VASH and active VASH)

For September there was 1 new VASH client, for a total of 30 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For September there were 30 total investigations, 4 new investigations, 24 outstanding cases and 2 cases closed. There were 153 new applications processed, 150 were approved and 3 were denied and 0 pending. The breakdown for fraud investigations by Municipality is as follows: Green Bay, Ashwaubenon, De Pere, Village of Howard and

Town of Scott. Applications by Municipality is as follows: Green Bay, De Pere and Allouez.

- I. Quarterly Langan Denials Report.
Reviewed the third quarter breakdown checks done by Langan and Associates.
- J. Quarterly Active Cases Breakdown.
 - 56 percent of the head of households are elderly or disabled;
 - 31 percent of the head of households are not elderly or disabled but there is earned income in unit;
 - 10 percent of the head of households are not elderly or disabled with no earned income but with dependents;
 - 3 percent of the head of households are not elderly or disabled with no earned income and no dependents.
- K. Quarterly End of Participation.
Reviewed the third quarter of 2019 terminations, there were 114 total terminations.
- L. Quarterly Customer Service Satisfaction.
78 percent indicated customer service was excellent, 12 percent very good, 7 percent good, 3 percent fair, and 0 percent poor.

A motion was made by A. Hartman, seconded by T. Diedrick to receive and place on file. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

3. Consideration and review of a presentation by Mobility Coordinator for Green Bay Metro regarding the programs and resources that they offer.

P. Leifker introduced Andrea Vlach, Mobility Coordinator for Green Bay Metro. Andrea was invited to the meeting to discuss programs and resources that they currently offer.

A. Vlach shared copies of the Green Bay Metro Transit Guide and touched on current services that they offer. A. Vlach summarized the fixed route lines, hours and paratransit services for individuals with qualifying disabilities. In addition, A. Vlach summarized Curative Connections transportation services.

A. Vlach indicated that as part of her position, she offers travel training to teach individuals how to navigate the bus routes, allowing them to be independent in their transportation. Andrea also offers presentations to healthcare facilities, schools, housing and other places that request transportation presentations; and she also attends college fairs, has a transportation resource list of options for individuals, and offers the voucher program.

A. Vlach demonstrated the Green Bay Metro App that is available to see the bus information in real-time.

4. Consideration with possible action on approval Voucher Payment Standards, effective January 1, 2020.

M. Walker stated every year, HUD publishes the Fair Market Rents (FMR's) for each jurisdiction. M. Walker summarized the 2020 payment standards. M. Walker stated that they are proposing to leave our payment standards the same as they were for 2019.

A motion was made by A. Hartman, seconded by J. Fenner to approve the Voucher Payment Standards, effective January 1, 2020. Motion carried.

5. Consideration with possible action to authorize Brown County Housing Authority to submit application for Family Self Sufficiency Program – Renewal Application for 2020.

M. Walker stated they are applying for the grant for the two FSS programs; M. Walker stated she is currently working on the application and it is due on October 28, 2019.

A motion was made by J. Fenner, seconded by T. Diedrick to approve the Brown County Housing Authority to submit application for Family Self Sufficiency Program – Renewal Application for 2020. Motion carried.

BILLS AND FINANCIAL REPORT:

6. Consideration with possible action on acceptance of BCHA bills.

P. Leifker indicated that there are three checks. Nothing significant to note.

A motion was made by T. Diedrick, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

P. Leifker presented the financial report. P. Leifker stated that we are on target with the budget. D. Diedrick highlighted key items to note in the budget. Brief discussion on interest on the general fund. S. Schmutzer noted that Nicolet Bank is giving a higher rate than we had been previously receiving, and explained the interest on the HAP held funds.

A motion was made by A. Hartman, seconded by J. Fenner to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Housing Administrators Report.

P. Leifker reported that he and C. Lamine sat down with the County Executive last week to hear his thoughts on the Housing Authority program and points that he would like us to explore.

P. Leifker stated that he and C. Lamine have a meeting scheduled with Cardinal Capital next week, as Cardinal Capital had requested to sit down and discuss possible projects that they could work with the BCHA on.

9. Executive Directors Report
No Report.

OTHER BUSINESS:

10. None.

11. Date of next meeting: November 18, 2019.

A motion was made by J. Fenner, seconded by A. Hartman to adjourn. Motion carried.
Meeting adjourned at 4:00 p.m.